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Pursuant to memorandum dated 29 December 1948 signed by

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[redacted] Executive Director, the following procedures will be followed by the [redacted] Services Office, and Communications Division, OSO *in handling signal property*

1. Accountable Officer and Accountability Records: Accountability records will be established and will be maintained in the Storage and Issue Section, Supply Division, Services Office. It is understood Communications Division, OSO, will establish a memorandum record of stock on hand and will post to this record from requisitions as they are received. However, a copy of all debit and credit vouchers posted to the records of the accountable officer will be forwarded to Communications Division, OSO, for information.

2. Signal Equipment, Catalogue, and Nomenclature: The Services Office, in cooperation with the Engineering Section, Communications Division, OSO, will review all existing signal equipment on hand and establish complete and accurate nomenclature of all items. *A signal equipment catalogue covering the correct nomenclature will be prepared.* ~~for the purpose of preparing and issuing a signal equipment catalogue.~~ The Engineering Section will furnish the complete nomenclature required and a stock catalogue numbering system as item numbers will be mutually agreed upon. The signal equipment catalogue will be issued and distributed by Communications Division, OSO. No catalogues will be distributed by the Services Office except within that office as required. The catalogue will not contain lists of covert or semi-covert equipment and it is understood Communications Division, OSO will prepare and distribute such a list as they deem necessary.

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3. Stock Items -- Stock Levels: It is the responsibility of the Communications Division, OSO, to designate those items which they desire to be stocked, giving complete nomenclature and establishing maximum and minimum quantities for all items to be carried in stock. The addition and/or elimination of items to be carried in stock will be on the recommendation or approval of the Communications Division, OSO. The recommendations of Communications Division, OSO, in this regard will be made by memorandum to the [redacted] Services Officer [redacted] C/A [redacted] 25X1A8

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4. Requisitioning: Communications Division, OSO, will initiate all requisitions for communications supplies and equipment required by overseas activities of OSO and by the Communications Division, USA. Requisitions for stock items will be forwarded directly to the Storage and Issue Section,

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[redacted] and requisitions for purchase from vouchered funds will be forwarded to the Chief, Supply Division, Services Office. Requisitions for supplies or equipment to be procured from unvouchered funds will be forwarded to the [redacted] Services Officer, [redacted] C/A [redacted], with such approvals as are required by special funds regulations. Technical specifications for items to be procured under contract and those for developmental contracts will be prepared by Communications Division, OSO, and submitted together with appropriate requisition. Requisitions for signal supplies or equipment submitted by CIA activities other than OSO, received by the Supply Division to be issued either from stock or to be procured from open market or contract purchase will be forwarded to the Chief, Communications Division, OSO for *coordination*

*and* approval. The same procedure will be followed by the Deputy Services Officer, [redacted] upon the receipt of requisitions [redacted] other

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than OSO. Requisitions for supplies or equipment for the replenishment of signal stock items will be prepared by the Accountable Officer, approved by the Chief, Storage and Issue Section, and will indicate stock item number, nomenclature, quantity to be ordered, maximum and minimum quantities as established by the Communications Division, OSO, quantity on order, and monthly rate of consumption for each item to be replenished. Such requisition will be forwarded to the Chief, Communications Division, OSO, Attention: Supply Officer, Communications Division, for approval. Requisitions which are approved will be forwarded to the Chief, Supply Division, [REDACTED] Services Office for procurement action. In any case where the Supply Officer, Communications Division desires any changes to be made on the items requisitioned, he will forward his recommendations to the [REDACTED] Services Officer, *C/A* [REDACTED] by a memorandum, together with the requisition concerned. Requisitions for items from stock required by Communications Division, OSO, Washington or vicinity, will be prepared by the Supply Officer, Communications Division, ~~once each day~~ and delivery will be made by the Storage and Issue Section on the following day. Requests for the issuance of supplies and equipment required for an unforeseen emergency will be made on an informal basis, subject to the receipt of a confirming requisition. In these instances, temporary memorandum receipts will be obtained.

5. Receiving and Inspection: Services ~~Office~~ *Office* will be responsible for the receiving of all signal equipment, and representatives of the Inspection and Testing Section, Communications Division, OSO, will be responsible for technical inspection of signal equipment. Services ~~Office~~ *Office* representatives will not forward receiving copies of purchase orders or other documents to Budget ~~and Finance Branch~~ *Office* until the signature of the Communications Division Inspector

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will be made by the Storage and Issue Section on the following day. Requests for the issuance of supplies and equipment required for an unforeseen emergency will be made on an informal basis, subject to the receipt of a confirming requisition. In these instances, temporary memorandum receipts will be obtained.

5. Receiving and Inspection: Services Branch will be responsible for the receiving of all signal equipment, and representatives of the Inspection and Testing Section, Communications Division, OSO, will be responsible for technical inspection of signal equipment. Services Branch representatives will not forward receiving copies of purchase orders or other documents to Budget and Finance Branch until the signature of the Communications Division Inspector has been obtained on the Storage and Issue file copy of the procurement document. Inspection and testing will be made at the location at which the property is to be stored. Supplies or equipment found by the Inspector not meeting specifications, or damaged in shipment will be made the subject of a written memorandum by the Inspector to the Chief, Storage and Issue Section, indicating in sufficient detail the extent of failure to meet specifications and/or damage.

6. Inspection -- Cargo Shipments: Signal supplies and equipment will be inspected and tested by representatives of the Inspection and Testing Section, Communications Division, OSO, prior to packing or crating, and the Inspector will by appropriate means indicate those items which have been inspected and/or tested and will approve for shipment. The Storage and Issue Section will not make shipment of any items which have not been inspected and tested prior to shipment. Representatives of the Inspection and Testing Section will supervise and approve the method of packing and actual packing of all technical equipment of a fragile nature, and will indicate by appropriate means those items in each

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shipment which were supervised as to packing and were approved. Responsibility for adequacy of packing will be mutual.

7. Substitution -- Back Order: The Storage and Issue Section will <sup>requisitioned.</sup> not make any substitutions of items ~~as requested by the Communications Division, OSO, under any circumstances, and in any event~~ where an item is not in stock, the accountable officer of the Signal <sup>Supply</sup> Equipment Unit, Storage and Issue Section, will, by telephone, notify the Supply Officer, Communications Division, that the item or items requisitioned are depleted and request new requisition for new items where substitutions can be made. In addition, the accountable officer, Signal <sup>Supply</sup> Equipment Unit, will forward "out-of-stock memorandum" to the Supply Officer, Communications Division, OSO, and will indicate thereon those items and quantities of such items which cannot be filled from stock. Carbon copies of "out-of-stock memorandum" will remain on file in the Storage and Issue Section. The "out-of-stock memorandum" will always be used in these instances and will serve as a confirmation of telephone notice as indicated above.

8. Surplus Equipment and Supplies: No signal supplies or equipment will be declared surplus by the Storage and Issue Section, Supply Division, without the prior written approval of the Supply Officer, Communications Division, OSO.

9. Priorities: In order to facilitate and expedite procurement, inspection, packing, crating, and shipment of signal equipment and supplies, the following priority system is established and will govern all procurement, warehousing, and shipping activities of Services <sup>Office</sup> Branch with respect to such shipments:

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- a. AA Priority - This priority will be applied to all shipments in which procurement and shipment must be accomplished within a period of 30 days or less. If the period of time is less, the Supply Officer, Communications Division, OSO, will indicate on all requisitions, in addition to the priority, the deadline date and place from which shipment is to be made.
- b. A Priority - This priority will apply to those shipments on which procurement and shipment must be completed within a period of 60 days.
- c. B Priority - This priority will govern those shipments which must be made within a period of 120 days.

On other shipments of a routine nature, on which there is no urgency or deadline, no priority will be used, although procurement and shipment will be made at the earliest possible date.

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In assigning priority, the Supply Officer, Communications Division, OSO, will, in addition to indicating the priority on all requisitions applying to the cargo and request for cargo shipment, will indicate the date on which shipment will be made, the location if necessary, and will coordinate with the Transportation Section, <sup>OF</sup> [REDACTED] the date ~~and the~~ availability of shipping space. In the event a shipment is cancelled, the Services Branch will be notified by memorandum of the cancellation which will indicate disposition of equipment originally procured for the shipment.

Chief, Communications Division, OSO

Services Officer, Administration

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